

COPIES OF CASE FILE INFORMATION

Charges for copies are assessed on the following schedule:

1. Clients: Requesting copies for their own use, 25¢ per sheet. No charge when sending copies, at client's request, directly to employers, schools, treating physicians, or others related to the client's rehabilitation.
2. Cooperating Agencies: There would be no charge when copies are requested for purposes of referral, evaluation, training or treatment.
3. Parties to legal actions: Special summaries of case records or direct copies from case records.
 - a. Fee of 10.00; and
 - b. 25¢ per page.

(NOTE: When arrangements are made for the person or office to come to the IVRS office and make the copies themselves, the \$10 fee should be dropped.)

4. Supervisors are responsible for assuring that the payments are remitted promptly to the Financial Section by money order or personal check payable to IVRS. A short memo should accompany the remittance giving the details of the transaction.

August, 2007



Iowa
**Vocational
Rehabilitation**
Services